

# Ukrainian Museum of Canada's 2023 Yarmarok (Christmas Market) Vendor Guidelines

This document contains information about our process and answers vendors' most common questions! If you need more information, please email [info@umcnational.ca](mailto:info@umcnational.ca).

## 1. PRODUCT ADJUDICATION

- a) All vendors' products are adjudicated for quality, originality and overall craftsmanship and approved by Ukrainian Museum of Canada staff.
- b) Consideration will be given to the overall balance of craft categories and Ukrainian content, and in some categories, limits will be set.
- c) Substitutions may not be made without approval.
- d) We request that there be no products representing products and themes considered inappropriate for family settings.

## 2. VENDOR RESPONSIBILITY:

- a) It is the vendor's responsibility to ensure that appropriate compliances and approvals have been obtained prior to selling goods at Yarmarok.

## 3. PRODUCT RESTRICTIONS:

- a) The Ukrainian Museum of Canada reserves the right to limit the sale of any product and the distribution of any products or material deemed not to be in the best interest of the event.
- b) All vendors shall immediately cease to sell—and will remove from—Yarmarok any products upon the request of the Ukrainian Museum of Canada.
- c) Food Vendors must comply with provincial guidelines.

## 4. BOOTH FEES AND INFORMATION

- a) Booth fees must be paid by November 13, 2023 and are non-refundable after November 15.
- b) Refunds for booths before November 25 will reflect a 10% restocking/administration fee.
- c) The Ukrainian Museum of Canada will choose the location of all booths.
- d) All booths will include an 8' table (or half of an 8' table), a basic tablecloth, and access to Wi-Fi. Free coffee will be available. The booths will be located in the Main Gallery and do not have a wall behind them.
- e) All booths have the option of including 1 or 2 chairs at no charge. Please indicate your choice at the time of booth rental.
- f) All vendors will have access to free Wi-Fi. If you need electricity, please indicate at the time of booth rental.

## 5. BOOTH HOUSEKEEPING:

- a) Vendors are responsible for the design of their booths; including any display aids, additional lighting, booth dividers or decorations. There is no room behind booths for display areas or signage.
- b) You must stay within your designated space and use the table provided for set up. All persons occupying booth spaces are fully responsible for keeping their booth space and surrounding area clean and tidy and all items and garbage must be removed upon departure at Yarmarok's end.

- d) All displays shall be properly secured.
- e) No Museum items, décor, or fixtures can be moved without approval.
- f) Nothing can be dragged across the floors, everything must be carried, or moved on rollers. Any damage to floors or building will be charged to the appropriate vendor.

## 6. LIABILITY:

- a) Vendors selling products do so at their own risk and are solely responsible for any actions related to their sales or service resulting in lawsuits or claims.
- b) The Ukrainian Museum of Canada is not responsible for damaged, lost, or stolen articles or money.

## 7. FLOATS & FUNDS:

- a) Vendors are responsible for their own floats; there will be no change available on location.

## 8. SALES TAX:

- a) Vendors are responsible for collecting and remitting applicable sales taxes.

## 9. HOURS OF Market OPERATION:

- a) Yarmarok shall operate between the hours of 10 am and 4 pm.
- b) Ukrainian Museum of Canada staff will remain on site until the venue is cleared.

## 10. SET-UP & TAKE-DOWN:

- a) You may park at the back entrance of the Museum to unload, but please move your vehicles for other vendors to unload. Note that there are stairs at the back entrance. The front entrance has a wheelchair accessible ramp.
- b) Set-up time on Saturday is from 8:15 am to 9:30 am. If you need delivery access on Friday, please email [info@umcnational.ca](mailto:info@umcnational.ca) for assistance.
- c) Take-down may not begin until 3:30 pm Saturday. Dismantling should be completed no later than 4:30 pm. Your assistance in cleaning your area quickly is greatly appreciated.

## 11. CHILDREN & ANIMALS:

- a) Vendor booths will be maintained only by persons able to be responsible for operating the booth.
- b) Booth occupants must be over the age of 12.
- c) No animals (except service animals pre-approved by the Museum) are permitted.

## 12. GUEST WI-FI:

- a) There is guest Wi-Fi available, but it is not always consistent. We are trying to get it boosted prior to the event, but connectivity cannot be guaranteed.